

REVENUE DEPARTMENT



JOB RE-ANNOUNCEMENT

		POSTING DATE 10/05/06	
		ANNOUNCEMENT NUMBER 130-06	CLOSING DATE 10/13/06
JOB TITLE/JOB CODE NUMBER Quality Assurance Specialist 1 61144 Unclassified		PAYGRADE 008	SALARY RANGE (MONTHLY) \$1,500.76 - \$2,547.08
		POSITION #'s 00125941, 00126040 00125880, 00126039	
DIVISION Motor Vehicle		UNIT NAME/LOCATION Quality Assurance/Tradeport	

THIS ANNOUNCEMENT IS OPEN TO:

- A. ☐ CURRENT QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES ONLY.
- B. ☐ CURRENT AND FORMER QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES.
- C. ☐ CURRENT AND FORMER QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES AND CURRENT TEMPORARY OR HOURLY EMPLOYEES WITH AT LEAST SIX MONTHS OF EMPLOYMENT IN THE DEPARTMENT OF REVENUE IN THE PAST TWO YEARS WHO MEET THE MINIMUM QUALIFICATIONS FOR THE POSITION AND WHO HAVE SUCCESSFULLY PASSED THE APPLICABLE MERIT SYSTEM TEST, IF REQUIRED.
- D. ☐ CURRENT AND FORMER QUALIFIED REGULAR STATE EMPLOYEES.
- E. ☐ EXISTING LIST OF MERIT SYSTEM JOB SITE AVAILABLE APPLICANTS.
- F. ☐ PUBLIC ANNOUNCEMENT - Georgia Merit System Job Site <http://thejobsite.org/>
- G. ☒ ALL QUALIFIED APPLICANTS.

SUBMIT TWO COMPLETED MERIT SYSTEM APPLICATIONS OR RESUMES POSTMARKED OR HAND DELIVERED NO LATER THAN THE CLOSING DATE.

Applications should be submitted to: Georgia Department of Revenue
Human Resources, Suite 2225
1800 Century Blvd., NE
Atlanta, Georgia 30345-3205

If you need an accommodation, due to a disability, for any part of the employment process, please contact the Human Resources Office at (404) 417-2140 or (404) 417-2160 (TDD)

GENERAL NATURE OF DUTIES/RESPONSIBILITIES ASSIGNED TO THIS POSITION

Under direct supervision, reviews title applications and supporting documents according to established review criteria. Identifies title applications and supporting documents not in compliance with title statutes and Motor Vehicle Division statutes. Completes county quality control review sheets and attaches them to applications. Completes county quality control review summary with totals and forwards to supervisor.

MINIMUM TRAINING AND EXPERIENCE

Any combination of training and work experience which enabled the applicant to acquire knowledge, skills, and abilities in at least one of the following areas: general clerical, document examination, data transcription, word processing, typing, customer service, or collecting and/or balancing fees.

PREFERRED QUALIFICATIONS

High school diploma or equivalent (GED). Ability to work under stress/pressure in a production environment and meet production standards. Ability to maintain confidentiality of sensitive data. Ability to work independently. Ability to be flexible. Ability to multi-task. Six months of experience using an online computer terminal. Six months of data entry experience. Ability to meet the terms and conditions of employment with the Motor Vehicle Division.

COMMENTS

Previous applicants are still under consideration and do not need to reapply.

Due to the large volume of applications received by this office, only those applicants selected for interview will be notified of the final applicant selection